



MEETING OF THE RESOURCES COMMITTEE ON 10TH MARCH 2020 AT 8:30AM IN THE SCHOOL

PRESENT: Hilary Priest (HP), Rob Hill (Chair) (RH), Ian Stewart (IS),
Mike Waterson (MW), Claire Jones (CJ), Ceri Goddard (CG)

IN ATTENDANCE: Sandie Lovell (Business Manager)

DRAFT

(Minutes by MW, apologies that not as good as normal)

1	Welcome & apologies for absence Laura Partridge sent her apology.
2	Attendance & declaration of interest The governors signed the attendance form. There were no conflicts of interest.
3	No Item 3 (numbers incorrect on Agenda)
4	Minutes of extra meeting on 6th February 2019 They were agreed as a correct record. However, Part 2 minutes not separated from main minutes. ACTION: MW to separate part 2 minutes and send routine to RH for signing and then to Clerk for storage
4.1	Matters arising from last minutes for this meeting RH summarised key points from last meeting as not all could attend: Outturn better than expected (£102K carry forward). It had been agreed to spend £30k on replacing original I pads (no longer fit for purpose), items submitted by subject leaders, phonics resources, reading books etc. There had been no issues arising from new part time teacher in Y1/2 class following Deputy change in role. The new role will need review in a year, Deputy will report regularly to T&L Committee 3.1 Outdoor activities Policy – MW had pointed out at Nov 19 meeting that this needed updating with new guidelines from Devon. It was agreed that this should be under remit of Teaching and Learning Committee ACTION: HP to review and refer to T&L Committee 4 Investigation and costing of Apple iPad app scheme – Discussion on appropriateness of iPads. HP stated that they were more effective than other possible devices in terms of teacher training, and ease of use by children. A new app scheme had been investigated by IT technician. This would keep all apps up to date on new and older machines at a cost of £6 per machine/year. Approx. £1000 per annum (incorporated into next year's budget. Action by IS no longer needed. 4 Costed proposal to pay TAs for class cover. Not done officially, but SL stated less than a pound per hour to increase from Band C to D, and this not needed frequently. This proposal was agreed . Mutual fund was raised at this time. Membership of this was stopped as cost saving exercise a couple of years ago. SL presented costings and stated that the price had been reduced. The committee agreed that it would be prudent to re-join the mutual fund for teachers. HP recommended that option B (£4648, the most expensive) would be preferable as that would start to pay out after 5 days. This was agreed and the money would be transferred from the supply budget. It was not thought beneficial to join the scheme for teaching assistants as it is difficult to obtain supply staff for such posts.

5	<p>Budget FRS monitor</p> <ul style="list-style-type: none"> The committee had received FRS monitor dated 03/03/20 which showed a carry forward of over £94 k. Since then SL stated that there were some adjustments, for energy, letting, some income with new carry forward of approx. £102k. It was agreed that RH could sign off this updated FRS after the meeting. RH asked how much of the £30k agreed at the last meeting. HP stated £10-15k. The rest would be transferred to resource line in 20/21 budget. RH noted that this increased carry over compared to initial budget plan was an impressive achievement considering how tight funding had been. Proposed budget. This had been circulated showing cumulative surplus of £130k in year one and £56k in year 3. SL stated that timing had been tight for determining budget as she had only been allowed access to new budget at the end of February. Questions on budget income: Teachers Pay Grant, Teachers Pension Grant (19-20 only) and Sports funding: are these definitely continuing in subsequent years? (MW). SL stated that they had been directed to include these figures in subsequent years. RH asked about variability of income in "Basic entitlement" line; these reflected carry forward of current year group numbers. However as there is a waiting list in most years, these figures may be slightly pessimistic. Could this line decrease if other local school became more popular? HP indicated that we are currently oversubscribed. And were virtually full with catchment children and siblings, so as long as we maintain good standards this should be secure. SL stated that the change in Deputy role and 0.6WTE extra were fully accounted for in next five years' plans. An extra £1000 had been put into repairs line. RH suggested that this should be an increasing figure as the school became less new. It was agreed to increase this by £1000 for each of the planned 5 years. CG queried whether training line was too low. HP said much training was in-house, and that subsidised or cheap training (e.g. shared IT training with Primary Partnership). CG asked whether expenditure on training was linked to the SIP, HP replied that it was and was listed at end of IP, though amounts have been relatively small. It was agreed to spend approx. £4000 on supervision of staff (Staff welfare) as discussed at previous meeting. This to go in training line. There was further discussion on the amount of the carry over which is more than 5% this year. The carry over reduces by year 3, but still £56k. It was thought to balance "current spend for current children" against long term budget security that we could aim for break even at year 3. It was agreed to spend an extra £18-19k for each of these three years. The additional funding to go into curriculum resources, staff development/welfare at the discretion of the Head and repairs as previously mentioned. These areas could be highlighted when presenting budget to full governors or if questioned by parents <p>ACTION: SL to amend budget to take into account these decisions and necessary last minute adjustments, ready for distribution to all governors for approval at FG meeting on Thursday 19th March <i>[Note added by SL after meeting, Teachers pay grant now less than originally told – approx. £2850 less]</i></p> <p>Bought-in services. Spreadsheet previously distributed. Figures for Babcock. HR One and Scomis were know and showed minor increases. Figures for insurance not yet known as SL had not received figures for 2019/20, but were expected soon. It was agreed to go with proposals.</p> <p>Audit of Voluntary Fund: Not applicable</p>
6	<p>SFVS</p> <p>Had been prepared for 6th Feb meeting. MW had sent in comment which was incorporated. The SFVS was accepted.</p>
7	<p>Head's report</p> <p>This had not been circulated, MW listed relevant points: caretaking, catering, IT support – no issues No other significant items.</p> <p>ACTION: HP to distribute Head's report for this term</p>

8	Staff well being absence and training. HP stated there was nothing to report.
9	Safeguarding. CJ and MW need to make visit to school to discuss ACTION: CJ and MW to arrange visit this term HP had requested an external audit of Safeguarding Procedures. This showed very good practice with one or two minor suggestions. CJ as safeguarding lead had received the document ACTION: HP to distribute safeguarding report to all governors MW and IS were preparing a Code of Conduct for parents, hopefully read for next Full Governors meeting
10	Facilities: <ul style="list-style-type: none"> IS had written reports of two visits, and another visit needs to be written up. All issues were being sorted. Only significant issue is a leak which Keir will be sorting imminently (from new build, not additional cost) Gas bill had been received from British Gas for 2016 as previously discussed. VAT would not need to be paid. School was still liable after this time as not a personal account. School would only pay for time they occupied the building. It was agreed that SL should pay the school's proportion (approx. £4.5k) in one lump, and not try to negotiate a phased payment. SL was awaiting a third quote for additional door at entrance (will be paid from capital budget) Health and Safety An inspection had been carried out, report to follow ACTION: Produce report ?IS
11	Governor Visits As discussed in item 9 and 10
12	Policies for Review This item postponed to next time. All policies were Devon policies or did not require significant amendment ACTION: Review and agree Charging and Remissions, Lettings and Capability, Maternity and Adoption Support at next meeting
13	Other Discussion: Corona virus. Deep clean - £16 for a local primary school and £30k for secondary school. HP received updated advice every day, but no advice had been given on vulnerable groups with particular medical conditions Staff were planning for school closure, activities would be via SeeSaw/website. Videos would be produced for difficult topics by staff members. School was checking who didn't have internet access at home
8	Date & time of next meeting Full Governors: Thursday 19 th March 6pm – Prior meeting at 17:30 on new Ofsted framework by Neil Haslen Resources: Tuesday 5 th May at 8:30

The meeting ended at 10:15 am

Summary of actions

Item	To do	By whom	By when
4	Separate part 2 minutes and send routine to RH for signing and then to Clerk for storage	MW/SL	13th March
4	Review Outdoor activities Policy and bring to T&L	HP	NEXT T&L
5	Amend budget to take into account these decisions and necessary last-minute adjustments, ready for distribution to all governors for approval at FG meeting	SL	As soon as possible before 19th March
7	Distribute Head's report for this term		As soon as possible before 19th March
9	Arrange safeguarding visit	MW/CJ	End of term
10	H&S report	IS?	Next meeting
12	Review and agree Charging and Remissions, Lettings and	All committee	Next meeting

	Capability, Maternity and Adoption Support at next meeting	members	
--	---	----------------	--